

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF OCTOBER 5, 2021

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on October 5, 2021. Trustee Hank Gibson called the meeting to order at 7:04 P.M.

Roll call showed the following present: Trustees Pat Artz, Hank Gibson; Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Fire Chief Mark Kozak, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Vince Coia was absent. In the audience was Greg Beck

AUDIENCE

Greg Beck, attorney from Baker, Dublikar, Beck, Wiley & Mathews, discussed his firm's ability to help jurisdictions maneuver their way through the ARP funding requirements. He explained that the ARP funds allowed usage is broader and the time frame for using it is longer than with the Cares Act funding; however, the guidance is not as specific. The Ohio Township Association came to their firm and requested they do an educational webinar for its members. He then explained what his firm would do for the township if the township agreed to engage with them. The hourly rate for their legal services will be \$140/hour, which is less than their normal hourly rate.

REGULAR BUSINESS

A motion to approve the minutes of the Regular Meeting of September 21, 2021 was tabled until the next meeting.

Hank announced the correspondence book was available in the Fiscal Office for public viewing during normal business hours.

A motion by Hank Gibson, seconded by Pat Artz to approve payroll warrants for October 8, 2021 in the amount of \$51,233.39 and other warrants in the amount of \$33,635.10 with warrants over \$1,000.00 being read aloud for approval. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

Portage County Recycling has sent a letter serving notice that the previous agreement dated October 2017 will be ending December 31, 2021. The Township will need to notify Portage County Solid Waste via email by December 1, 2021 if they will be continuing curbside recycling at the rate of \$5.50/month for bi-weekly collection. Hank said he would not want to make any decision on it without requesting feedback from the community. He proposed sending out a mailer to the township residents requesting feedback. Both Hank and Jim said they would do research to find a company that can do the mailer.

A ground-breaking ceremony for the new building was discussed. A date for it will be determined at a future time.

The case hearing with Maple Grove will be this Thursday, October 7, 2021 at 11:15 am. Chad said he would update the township after the hearing.

FISCAL OFFICER

Frank Harmon has reached out regarding the renewal of the medical insurance for 2022. The Dental plan has a 0% increase with a 2-year rate guarantee. The Vision plan renews in 2023 and Life Insurances renews at January 1, 2024. He is working on a new program for hearing tests and benefits. It should be mid-October before he receives word on any potential rate increases on the medical insurance.

Gail was notified by the Auditor's office that the revenue budget reduction for fund 2282 EMS Levy would not be adjusted because it is for certified tax revenue. They also stated that more funds were yet to be distributed and the township would not be out of budgetary compliance as previously thought. The previous resolution adjusting fund 2282 needs to be amended.

RES # 21-136 A motion by Hank Gibson, seconded by Pat Artz to amend Resolution 21-133 from September 7, 2021 to remove the revenue budget amendment for Fund 2282 EMS Levy because it is not necessary. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The homes from the Portage Homes III project are now becoming available for the tenants to purchase. A partial lien release for one of the homes in Windham is needed to close on the property and 4 additional homes are in the pipeline for sale.

RES # 21-137 A motion by Hank Gibson, seconded by Pat Artz to approve the partial lien release for 9102 Store Drive, Windham, OH 44288. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank said he would meet with Jen Davis from NDS and have the lien release notarized.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

Crack sealing has been completed to almost 7 miles of the township roads.

The road crew will be replacing 2 culverts across the road and will be installing a catch basin for the new building.

The speed bumps in the Skeels Development will be removed by the end of October in preparation for the winter plowing.

Ray reminded everyone that the last week for chipping will be October 18th.

A new mower deck is needed for the older Kubota tractor. The cost is \$2,220 from Coia Sales.

A motion by Hank Gibson, seconded by Pat Artz to approve the purchase of a new mowing deck for the old Kubota from Coia Sales at the cost of \$2,220.00. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray needs to purchase some replacement road signs.

A motion by Hank Gibson, seconded by Pat Artz to approve the purchase of street signs from Municipal Signs at the cost of \$465.50. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

GRANDVIEW CEMETERY

There have been 1 burial, 1 cremation and 1 niche sale in the last 2 weeks.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

The zoning violation at 7628 Cooley Rd has been corrected and the matter has been closed.

Zoning Commission will meet Wednesday, October 20, 2021 at 7 pm to review language updates to food truck vendors.

Ruth Schell has resigned from the Zoning Commission effective September 22, 2021. She has moved into an assisted living facility outside Ravenna Township.

RES # 21-138 A motion by Hank Gibson, seconded by Pat Artz to accept, with reservation, the resignation of Ruth Schell from the Zoning Commission effective September 22, 2021. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Jim has received an email from Kristi Blazek-Hack, 3511 Lovers Lane to serve on the Zoning Commission. She is recommended by Claire Moore from the BZA.

RES # 21-139 A motion by Hank Gibson, seconded by Pat Artz to Kristi Blazek-Hack to serve on the Zoning Commission. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Jim is continuing to work with Dennis West on economic development and the JEDD.

Jim presented the September Zoning Activity report.

LIAISON

Jim and Ray met with Yarian Brothers, the excavation contractor, and discussed bringing in fill dirt and the work on the meeting room foundation. Excavation work will begin on Wednesday, October 6, 2021.

Jim has received a quote of \$1,975.00 from Detect Alarm for security cameras for the new building. Gail noted that 3 of the 4 cameras quoted have already been purchased. Jim said he would get back with Detect Alarm Systems regarding that.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Jim reported the following:

Items for the FEMA AFG 2020 grant, the FEMA Public Assistance Reimbursement Program and the Ohio EMS Grant have been ordered.

The Township has received the Fire House Subs Grant in the amount of \$24,308.90 for a UTV. The UTV will not have a trailer to haul it with, so that will have to be purchased later.

RES # 21-140 A motion by Hank Gibson, seconded by Pat Artz to accept the Fire House Grant in the amount of \$24,308.90 for a UTV. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark is working with Matt and Jim on the Fee Schedule for new construction plans.

The items for the open house being held on October 10, 2021 from noon to 2:00 pm have been ordered and some of it has already been received.

Firefighter Tikkanen has submitted his letter of resignation.

RES # 21-141 A motion by Hank Gibson, seconded by Pat Artz to accept the resignation of Firefighter Tikkanen effective immediately. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark requested an executive session to discuss CBA negotiations.

The Fire Department will be participating in the PMHA (Renaissance Place) and OHP (Maplewood) Trunk or Treats this month.

Levy signs are available to anyone wanting to put them out.

The building cleaning and repairs will be ready for Sunday's open house.

The parts for the fire engine have arrived and the pump work has been completed. The pump testing is scheduled for next week and the ladder testing was done last week.

The semi-annual PMs have been completed on the ambulances and the utility truck. Sensible Products has quoted \$10,500 for mounting equipment on engine #2413.

A motion by Hank Gibson, seconded by Pat Artz to authorize the mounting of equipment on Engine 2413 by Sensible Products at a cost not to exceed \$10,500.00. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

None

FISCAL OFFICER

RES # 21-142 A motion by Hank Gibson, seconded by Pat Artz to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	334-2021	400.00	Bennett Land Title	Title search	General
B	335-2021	9,505.00	PC Water Res	Sewer permit	General
C	336-2021	1,500.00	City of Ravenna	Water permit	General
D	337-2021	2,000.00	Marlboro Supply	Road repair materials	Road
E	338-2021	800.00	Advance Auto	Parts for road dept	Road
F	339-2021	2,000.00	Por Cnty Treasurer	Building dept fees (estimate)	General
G	340-2021	3,085.00	Backdraft OPCO	Emergency Reporting Software	Fire
H	341-2021	1,000.00	Centerra	Seed and straw new building	General
I	342-2021	2,500.00	Coia Sales	New mower deck	Road
J	343-2021	300.00	Leppo	Parts and repairs	Road
K	344-2021	800.00	Capital One (WM)	WalMart supplies	Fire
L	345-2021	500.00	D&T PM Truck	Pump testing fire engine	Fire
M	346-2021	10,500.00	Sensible Products	Equip mounting on fire truck	Fire
N	347-2021	400.00	PC Water Resource	Sewer bills	General
O	348-2021	500.00	Oak Group	Fire code plan review	General

R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Financial reports were sent to the Trustees and department heads in Excel format.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an employment issue.

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 8:32 pm.

R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to enter into Executive session at 8:32 pm.

R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman, Mark Kozak.

A motion by Hank Gibson, seconded by Pat Artz to close Executive session at 8:40 pm.

R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to re-enter into Regular session at 8:40 pm. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman, Mark Kozak.

The purpose of the Executive Session was to discuss an employment issue.

ADJOURNMENT

A motion by Hank Gibson, seconded by Pat Artz to adjourn the meeting at 8:41 pm. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE